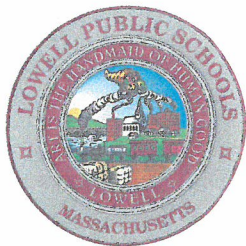


LOWELL PUBLIC SCHOOLS

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**To: Joel D. Boyd, Superintendent of Schools**  
**From: Latifah Phillips, Chief Equity and Engagement Officer**  
**Date: November 12, 2021**  
**RE: School Innovation Fellow / Project Manager for the Portrait of a Graduate Initiative**

Last year, as a recipient of a Barr Foundation planning grant, the Lowell Public Schools (LPS) engaged in a community-wide process to develop the vision of a Portrait of a Graduate for Lowell public school students (see attachment 1). This month, Lowell Public Schools has been approved for a 7-month, \$200,000 implementation grant to support the next steps in operationalizing our Portrait of a Graduate.

Within this grant, LPS was allocated funding for a 7 month, full-time position (see attachment 2) dedicated to managing the operations of the grant and coordinating the implementation activities that will lead to the development of a multi-year plan which incorporates the Portrait of a Graduate competencies into the district's secondary school program.

During the 2020-21 planning grant period, the project management and coordination tasks were largely conducted in partnership with Project LEARN. As the district transitions to the implementation phase of the Portrait of a Graduate, a full-time project manager will be able to be fully-immersed within the secondary programs and facilitate coordination of the Portrait of a Graduate grant across Lowell High School, the Career Academy and Central Office.

*Attachment 1: Portrait of a Graduate Graphic Design*

*Attachment 2: Draft School Innovation Fellow / Project Manager for the Portrait of a Graduate Job Description*



# PORTRAIT OF A GRADUATE

LOWELL PUBLIC SCHOOLS

## THE MISSION:

Lowell Public School graduates will be strong of mind, heart, spirit, and skill so they are prepared to engage and lead with others to make positive change for a more equitable world.

### No. 1 MIND

Students will acquire the knowledge, intellectual abilities, and problem-solving skills they need to be lifelong learners and critical thinkers in a complex and ever-changing world.

### No. 2 HEART

Students will acquire the self-awareness, cultural humility, and historical knowledge that will enable them to understand, appreciate, and value people from different groups, cultures, and belief systems.

### No. 3 SPIRIT

Students will approach learning, work, and life challenges with patience, perseverance, and adaptability as they develop the resilience and determination essential to success in adulthood.

### No. 4 SKILL

Students will possess the next-world skills they need to evaluate new information, communicate their ideas, solve challenging problems, develop innovative solutions, and use digital technologies.

### No. 5 NETWORK

Students will be able to communicate effectively and persuasively, collaborate productively in groups or teams, follow through on commitments and responsibilities, and interact respectfully, empathetically, and constructively with others.

### No. 6 LEADERSHIP

Students will have the confidence, knowledge, and abilities they need to be civically engaged, empower others, seek justice, and achieve positive change in the world.



Lowell Public Schools is committed to launching every graduate into adulthood prepared for life. We know that a successful launch requires a diverse team of people—educators, families, and community members—working together to execute the mission: giving every student the opportunity to learn, grow, and thrive. The Lowell Portrait of a Graduate describes the knowledge, skills, and work habits that will prepare our students for college, careers, and civic life.



## School Innovation Fellow / Project Manager for the Portrait of a Graduate Initiative

### QUALIFICATIONS:

1. A Bachelor's Degree in education, public or business administration, pre-law or related area;
2. Ability to support and implement innovative programs and activities that further the goals of the Portrait of a Graduate initiative and grant outcomes;
3. Evidence of strong organizational skills, strategic thinking, project management and capacity to bring an innovative lens to the project;
4. Demonstrated collaborative management style that fosters teamwork;
5. Demonstrated commitment to diversity, equity and inclusion;
6. Excellent oral and written communication skills, including the ability to communicate complex ideas to audiences across the K12 system and school community;
7. Ability to work harmoniously and effectively with a wide range of internal and external stakeholders in a diverse community;
8. Demonstrated experience leading a project, department, school or major function within an organization.

### PREFERRED SKILLS AND EXPERIENCE:

1. A Master's Degree in education, public or business administration, pre-law or related area;
2. Experience with Lowell Public Schools as an educator, administrator, alumni or parent.

### ROLE AND RESPONSIBILITIES:

Lowell Public Schools is beginning the multi-year process it will take to fully operationalize the *Portrait of a Graduate* (PoG) for high school students in Lowell. The Portrait of a Graduate is a vision for the knowledge, skills, work habits and competencies that LPS graduates need in order to thrive as learners, workers, and leaders in the 21st century. Through a round two implementation grant funded by the Barr Foundation, LPS will begin to assess what it will take to develop the POG competencies in all students. Through learning from the 2021-22 implementation activities, the LPS will be better equipped to develop a multi-year plan that weaves the POG into the entire secondary school program.

The School Innovation Fellow / PoG Project Manager will work closely with the Chief Equity and Engagement Officer and Lowell High School leadership teams to achieve the goals of developing a multi-year plan that weaves the POG into the entire secondary school program. The School Innovation Fellow/PoG Project Manager will:

1. Provide project management and coordination services to meet the established outputs and outcomes of the Portrait of a Graduate process;
2. Serve as a core planner and facilitator of meetings, work sessions and input sessions for staff, students, families and community partners as relates to the Portrait of a Graduate

initiative;

3. Serve as a key contact to communicate with grant maker and key consultants;
4. Vet and assist LPS in recruiting data analysts, youth engagement consultants, student, family and community leaders to participate in and lead aspects of the PoG implementation;
5. Track project deliverables; write all reports to funder; and ensure that all deliverables are met in accordance with the grant contract;
6. Support outreach to students and families, coordinating community forums, neighborhood & community focus groups, and working groups to engage key community and business stakeholders;
7. Work collaboratively with the team to develop key messaging to engage stakeholders, parent, families and produce or coordinate the production of effective marketing and media materials (website/social content, short video, print materials, etc.);
8. Support in the recruitment and training of community groups, parents and youth who are recruited to host focus groups with families, local business, neighborhood and community groups;
9. Collaborate with the Equity and Engagement Officer to ensure grant funds are spent in accordance with program goals;
10. Co-create a multi-year Action Plan with Lowell High School teams, including student, staff, family and community input;
11. Other duties as assigned that support the successful execution of the grant and implementation of the PoG.

**Reports to:** Chief Equity and Engagement Officer

**Term of Position:** Temporary 7 month position/Grant-funded | November 2021 – June 2022

**Salary Range:** \$70,000-\$80,000